



Bill Owens  
Governor

Colorado Department of Local Affairs  
Executive Director, Michael L. Beasley

DIVISION OF PROPERTY TAXATION  
Mary E. Huddleston  
Property Tax Administrator

## BULLETIN NO. 34

TO: County Assessors  
FROM: Mary E. Huddleston  
Property Tax Administrator  
DATE: November 23, 2005

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**THE BULLETIN IS AVAILABLE ON OUR WEBSITE.**  
[www.dola.state.co.us/propertytax/index.htm](http://www.dola.state.co.us/propertytax/index.htm)

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
11/23/05	Division of Property Taxation Position Opening	Review with staff. File in General Correspondence File.





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TO: County Assessors

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SUBJECT: Division of Property Taxation  
Position Opening

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**MEMORANDUM**

Attached please find a job announcement for a Property Tax Specialist I in the State Assessed Section of the Division of Property Taxation.

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# **State of Colorado**

**Open Competitive  
EMPLOYMENT OPPORTUNITY  
Department of Local Affairs  
Division of Property Taxation**

**Job Title:** PROPERTY TAX SPECIALIST I

**Position Number:** 80709

**Job Location:** Downtown Denver

**Salary:** \$3290-5001/mo.

**Release Date:** November 18, 2005

**Apply By:** December 2, 2005

**Employment Type:** Full - Time

**Class Code:** B3E2TX

## **Information About The Job:**

### **DUTIES:**

This position with the State Assessed Property Unit, on a developmental level, will value for property tax purposes, companies operating in multiple counties using the income approach to value; assist in resolving related appeals; assist in seeking out companies that have not reported to the state and that are subject to property taxation, and assist in researching emerging issues of business valuation methodology; participate in gathering financial data on debt, growth, financial solvency, earnings ratios, etc. on "benchmark" companies for various industries appraised by this section; and gather data on various national and state economic trends and applies computed ratios to determine an accurate valuation factor.

### **REQUIREMENTS:**

Qualified applicants must possess a bachelor's degree in real estate appraisal, real estate, economics, tax auditing, accounting, business, business administration, public administration, finance, finance economics, political science, political science and government or mathematics **AND** one year of property taxation experience, land negotiation and appraisal experience, and/or real estate appraisal experience including six months experience using the income approach to value in addition to the cost and market approaches OR one year of business valuation experience.

**SPECIAL REQUIREMENTS:** Must possess and maintain a Colorado driver's license.

**SUBSTITUTION:** Any combination of work experience in property taxation, land negotiation and appraisal, and/or real estate appraisal, which provided the same kind, amount, and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the bachelor's degree.

## **How To Apply:**

Submit your State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, Attention: Susie Esparza, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please call (303) 866-5884 or email [susie.esparza@state.co.us](mailto:susie.esparza@state.co.us) or visit the Dept. of Local Affairs employment website at <http://www.dola.state.co.us/employment.htm>.

**PLEASE NOTE:** Your application may be used as part of the exam process. Be sure your application specifically addresses the requirements as listed.

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.  
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.**